

**Deputy Administrator for Management**  
**Budget Division**  
**FA 07 03**

**A. Assignment of Functions**

1. Core competencies include: 1) providing financial advisory services in areas such as budget formulation, budget execution, policy and procedures, training and education, etc.; 2) ensuring fiduciary compliance with respect to 31 U.S. Code 1301 (purpose of an appropriation) and 31 U.S. Code 1517 (anti-deficiency act) statutes; and 3) financial performance reporting (i.e., budget versus actual, certified financial statements, status of funds usage, etc.). Budget Division performs these core competencies acting as FSA's honest broker and program advocate with respect to the formulation, presentation, justification and execution of FSA program requirements.
2. Develop, recommend and administer budget plans, policies, systems and procedures for FSA, including the FSA budgeting requirements for CCC, and the FSA State and county committees. The types of funds utilized include administrative expense, corporate and appropriated funds, as well as reimbursements and user fees.
3. Direct and coordinate the formulation, preparation and execution of budgets for FSA. Oversee the preparation of budget estimates, justifications and other supporting data for administrative expense, program and corporate program funds. Collaborate with OMB and the USDA Office of Budget and Program Analysis in the development of budget submissions which are tied to the Agency's strategic plan and annual performance plans as required by the Government Performance and Results Act.
4. Coordinate Division-wide activities concerned with budgetary procedures. Develop, recommend and prescribe over-all budgetary procedures in order to meet the needs of Departmental and Office of Management and Budget regulations and requirements. Review current procedures to provide for revisions as may be necessary due to policy changes.
5. Coordinate the development and preparation of witness statements for use by FSA representatives requested to testify before Congressional committees. Coordinate the preparation of briefing material for Congressional hearings and other purposes for FSA officials. Coordinate the review and correction of testimony of FSA witnesses before Appropriations Committees, including assembly or preparation of additional material to be inserted in the record.
6. Coordinate the submission of FSA budget materials, including Congressional Explanatory Notes, and outlay plans to the Department. Analyze pending and proposed legislation, including appropriation bills, for budgeting implications. Coordinate issuance of financial documents.
7. Review and make recommendations on (a) the financial aspects of new programs or changes in existing programs and their relationship to the policies and programs of FSA

and (b) the use of administrative funds and personnel requirements of divisions and offices carrying out the programs of FSA.

8. Direct the development and analysis of administrative and program expenses for divisions and offices. Oversee the preparation of apportionments, allotments and allocations in line with need by quarters, object of expenditure and activities or projects in accordance with the policies of FSA, and applicable laws and regulations. Recommend improvements in economy and efficiency from a budget standpoint, based on the review of program operations and reports.
9. Review and approve financial arrangements with federal, State and other cooperating agencies relative to services that FSA/CCC is authorized to provide. Perform budgetary functions regarding the acquisition and disposition of all commodities programmed for shipment under P.L. 480, the Export Guarantee Program, and the Section 416\Food for Progress Export Donation Programs. Plan, coordinate and direct the flow of funds to all units of FSA and transfer of funds to other agencies and departments.
10. Analyze and make recommendations in collaboration with FSA officials on the adequacy and effectiveness of overall policy. Consult with the Controller, Treasurer, and other corporate officials concerning the short-term and long-range capital position of CCC and in securing funds through other sources. Collaborate with FSA, departmental budget officials, the Office of the Chief Financial Officer, the Department of the Treasury, the Office of Inspector General, and the USDA Office of Inspector General on the appraisal, audit and review of financial transactions of corporations.
11. Coordinate Federal Assistance Program functions. Review proposed changes in OMB Circulars and Executive Orders for Agency compliance and prepare appropriate guidance to program and service divisions. Collaborate with officials of FSA, Office of Finance and Management, and other Government agencies on matters relating to Federal assistance responsibilities, e.g., Catalog of Federal Domestic Assistance and Federal Assistance Award Data System. Prepare reports as required.
12. Develop and coordinate all phases of automation activities throughout the Division, ensuring that employees of the Division have adequate ADP resources including hardware, software, and related training.
13. Direct the development, maintenance, integration and consolidation, where necessary, of all FSA budget systems. Coordinate Division automation efforts with program managers and others in the Agency and Government to achieve efficiency in operations.
14. Provide analysis, design, training and maintenance of Agency workload and work measurement systems.
15. Develop, implement and maintain a system of budgetary reports and fund controls for administrative and program funds.

16. Represent the Office of the Administrator in liaison between FSA and other government and appropriate non-government organizations and offices on budgeting matters.

**Budget Division  
Office of the Director  
Administrative and Program Support Staff  
FA 07 03 0001 01**

**A. Assignment of Functions**

1. Develop budget data and prepare the annual budget request for the KCCO and KCAO for submission to Washington. Prepare budget forms, schedules and tables regarding volume, production rates, dollars, and work-day expenditures. Analyze data for necessary revisions of workload reports and fund requirements.
2. Prepare and analyze overall KCCO and KCAO office workload reports. Establish productivity goals for each function of each of the various organizational units of the KCCO and KCAO within limitations set forth in the approved budgets. Collaborate with KCCO and KCAO officials in development, review, and analysis of periodic unit reports as to: (a) time expended, workload received, completed, and on hand; (b) productivity as related to budgetary goals; and (c) backlogs and other workload factors.
3. Control KCCO and KCAO obligations within limits prescribed in allocations and allotments. Recommend action to obtain maximum use of funds within limitations. Reconcile KCCO and KCAO obligation records with allotment ledger accounts for administrative expenses such as travel, overtime, etc. Serve as focal point on matters relating to administrative funds for both KCAO and KCCO. Administratively review and approve expenditures payable from administrative funds. Maintain appropriate records and prepare applicable reports for both KCAO and KCCO.
4. Coordinate and prepare management reports showing funding, total obligations to date, progress of work, cost, work schedules, and other budgetary related functions for KCAO and KCCO.

**Budget Division  
Programs Branch  
FA 07 03 0003**

**A. Assignment of Functions**

1. Formulate and administer budget planning, policies, systems, procedures and strategies for CCC Programs, CCC funded conservation programs, Food for Peace (PL 480) and the Export Credit Guarantee programs. Analyze and make recommendations in collaboration with program officials on the adequacy and effectiveness of overall budget policy of FSA and the above programs. Collaborate with the USDA Office of Budget and Program Analysis, USDA Office of Finance and Management, Department of Treasury, General Accounting Office, and the USDA Office of Inspector General on the appraisal, audit and review of financial transactions of the FSA.
2. Provide budget planning, policy recommendations and strategies for Farm Service Agency Agricultural Credit Insurance Fund (ACIF) loan programs, state mediation grants, and assigned appropriated fund programs, such as the Emergency Conservation Program and the Dairy Indemnity Program. Coordinate with other Budget Division branches regarding the impact of farm loan programs on overall program and administrative budget policy and strategy.
3. Direct the formulation and preparation of budgets for the CCC Programs including Conservation Reserve Program and other CCC-funded conservation programs. Prepare budget estimates, justifications and other supporting data for these programs in accordance with policy assumptions of FSA-CCC and in accordance with Departmental budgetary policy. Assist and advise the divisions in the preparation of commodity and program estimates.
4. Plan and coordinate Budget Policy Assumptions for CCC, Conservation Reserve and other programs.
5. Serve as Budget Division's focal point and liaison for the coordination and implementation of budgeting for domestic and conservation programs.
6. Develop, recommend, implement, and maintain a system of budgetary reports and other devices for program evaluation in order to facilitate the proper execution of programs in accordance with the policies of FSA, CCC, the Department, OMB, Treasury, and the Congress. Prepare special external/internal budgetary reports on CCC including the CCC Commodity Estimates Book.
7. Review, evaluate and make recommendations on financial aspects of new programs, changes in existing legislation impacting CCC, Conservation Reserve, and other conservation programs and expenses.
8. Review, evaluate, and make recommendations on the financial status of CCC. Prepare

and present Status of Funds Reports for CCC and Conservation Reserve Outlays/Obligations.

9. Recommend and prepare financial documents (apportionments, allocations, expenditure and non-expenditure transfers, billings, etc.) in accordance with the policy of FSA, CCC, and applicable laws and regulations.
10. Recommend and prepare Funds Statement for CCC Board Dockets.
11. Review, evaluate, and make recommendations on the financial status of CCC. Project CCC and conservation outlays, and estimate availability of CCC borrowing authority for future operations.
12. Review and prepare financial arrangements with Federal, State, and other cooperating agencies relative to services that CCC is authorized to provide or receive. Plan, coordinate, and direct the transfer of CCC and conservation reserve funds to other agencies and departments as authorized.
13. Provide technical assistance on the design and implementation of budget and financial management systems and other systems used to develop and track the budgets for CCC, conservation, and other conservation programs.
14. Budget planning, policies and strategies for Agricultural Credit Insurance Fund loan programs, state mediation grants, farm program outreach grants, and agricultural land conservation demonstration program.
15. Develop and recommend budget plans, policies and strategies Credit Reform programs including PL 480, Export Credit Guarantees (GSM102, GSM-103, Supplier Credit, Facility Guarantees, Farm Storage Facility Loan, Food for Progress to Russia, ACIF farm loan programs, and Debt Reduction Outlays/Obligations.
16. Direct the formulation and preparation of budgets for Credit Reform programs. Prepare budget estimates, justifications and other supporting data for these programs in accordance with policy assumptions of FSA-CCC and in accordance with Departmental budgetary policy.
17. Plan and coordinate Budget Policy Assumptions for all Credit Reform programs. Develop and ensure clearance of loan cohort budget assumptions.
18. Serve as Budget Division's focal point and liaison for the coordination and implementation of Credit Reform programs.
19. Develop, recommend, implement, and maintain a system of budgetary reports and other devices for program evaluation in order to facilitate the proper execution of programs in accordance with the policies of FSA, CCC, the Department, OMB, Treasury, and the Congress. Prepare special external/internal budgetary reports on Credit Reform portion

of the CCC Commodity Estimates Book.

20. Review, evaluate and make recommendations on financial aspects of new programs, changes in existing legislation impacting Credit Reform programs and related expenses.
21. Review, evaluate, and make recommendations on the financial status of Credit Reform programs. Prepare and present Status of Funds Reports for Credit Reform Programs.
22. Prepare financial documents (apportionments, allocations, expenditure and non-expenditure transfers, billings, etc.) in accordance with the policy of FSA and CCC applicable laws and regulations. Coordinate State distributions of program funds with program divisions.
23. Provide technical assistance on the design and implementation of budget and financial management systems and other systems used to develop and track the budgets for Credit Reform programs.
24. Establish periodic subsidy obligation rates for GSM, PL480, and farm loan programs and prepare farm loan program impact information on financial markets and interest rates.
25. Prepare External/Internal Budgetary Reports.
26. Analyze treasury borrowing needs for farm program loans and determine borrower interest rates for farm loan programs.
27. Provide technical assistance on the design and implementation of budget and financial management systems and other systems used to develop and track the budgets of Credit Reform programs.
28. Review and analyze GSM, PL480, and farm loan program obligations in relation to program objectives.

**Budget Division**  
**Administrative Expenses Branch**  
**FA 07 03 0005**

**A. Assignment of Functions**

1. Develop and recommend policies and procedures for the preparation and execution of FSA administrative expense budget. Makes recommendations pertinent to related programs and functions of FSA and CCC.
2. Plan, coordinate and direct the functions of the Branch in Washington. Provide technical assistance from a budgetary standpoint for FSA Washington, field and local offices. Coordinate operations with requirements of operating programs and with applicable Federal, Department and FSA policies and regulations.
3. Prescribe procedures and methods for developing information for budgetary control of administrative expenses. Propose and review special budgetary procedures applicable to divisions and offices to ensure their adequacy in maintaining controls and providing for other budgetary needs.
4. Direct and coordinate the formulation and preparation of administrative expenses budgets. Prepare budget estimates, justification and other supporting data for administrative expense funds in accordance with policy assumptions of FSA and CCC and in accordance with Departmental and OMB budgetary policy.
5. Determine and recommend methods of presenting the budget. Review, appraise and evaluate proposed programs and changes in existing programs in relation to the budget presentation. Participate in planning programs in relation to the budget presentation. Participate in the presentation of budget estimates.
6. Review, appraise, evaluate and make recommendations on: (a) the financial aspect of new programs or change in existing programs and their relationship to the overall programs and policies of FSA and CCC; (b) the adequacy and necessity of fee schedules for fee support programs; and (c) the use of administrative funds, including user fees, and personnel requirements of divisions and offices for carrying out the programs of FSA and CCC. Project obligations, determine the rate of receipts and estimate availability of funds for future operations.
7. Develop and analyze administrative and program expenses for divisions and offices. Monitor established ceilings, staffing patterns and prepare monthly reports of employment, both in Washington and the field. Monitor the receipt of user funded programs and reconcile the related revenues and expenses. Prepare financial documents (apportionment schedules, outlay plans, funds transfers and obligation reports) in accordance with the policies of FSA, and CCC and applicable laws and regulations.

Approve allocations for FSA administrative expenses according to program requirements.

8. Prepare monthly funding transfer documents associated with transfers from CCC accounts to the FSA Salaries and Expenses account. These transfers include reimbursable collections from other government agencies and the public, and user fee funded accounts. Perform similar activities during fiscal yearend closing.
9. Review programs operations and reports in collaboration with FSA officials and recommend areas of investigation in order to promote economy and efficiency of operations from a budget standpoint. Conduct periodic reviews of Washington and field operations to determine adherence to budgetary policies and procedures and that the most effective fund utilization is being achieved. Analyze monthly cost reports of divisions and offices in relation to program volume, workload and budget plans. Develop standards for measuring the progress of operations and work accomplishments and make recommendations as a result of analysis of operations based upon these standards.
10. Utilize work measurement and other data to prepare and furnish results and forecasts on workload, employment and employee productivity to FSA officials. Utilize data for all phases of budgetary administration. Participate and cooperate with the Office of the Director, Budget Division, in the development and administration of work measurement systems. Maintain records on work status and prepare special work analyses on field offices and related studies, as required. Perform budget activities associated with closing, merging and otherwise realigning of county level offices. Work closely with program areas to develop and revise fee schedules for user fee supportable functions/activities.
11. Review and approve financial arrangements with Federal, State and other cooperating agencies relative to services that FSA is authorized to provide. Collaborate with FSA officials in connection with the development of working arrangements with public and private organizations to carry out FSA and CCC programs most effectively. Analyze and make recommendations with respect to operating costs incurred by public or private organizations which assist FSA and CCC in carrying out programs.
12. Develop and recommend a system of budgetary reports and other devices for administrative costs evaluation in order to facilitate the proper execution of programs in accordance with the policies of FSA, and CCC, the Department, OMB, Treasury and the Congress. Utilize standard and special inquiry reports from the automated FSA Accounting Systems (CORE) to monitor reimbursable collections and obligations incurred against the salaries and expenses account. Prepare special financial, statistical and budgetary reports on administrative expenses, employment and workload for budgetary use and in response to inquiries and requests from officials of the Department, OMB and the Congress. Prepare cost-benefit and budgetary analyses in regard to changes in structure and programs of FSA. Perform cost outs and analysis of proposed and/or onetime ad hoc Agency programs.

13. Cooperate with the Office of the Administrator in determining the financial implications of proposed new legislation and changes in existing legislation affecting programs of FSA and CCC. Prepare estimates of the probable cost or savings attributed to proposed or pending legislation relating to employment and pay.
14. Work with officials of the Department and other agencies on budgetary problems. Collaborates with Washington and field officials of FSA and CCC in carrying out budgetary programs.
15. Maintain and update National County Office Work Measurement System procedure by performing research needed to support new and changed program and management activities. Develop and maintain related handbook procedures.
16. Perform research and analysis in order to provide criteria needed to select and rotate sample work measurement county offices. Provide analyses and review of quarterly reporting from work measurement county offices to determine validity and dependability.
17. Determine work measurement formulas, by work item, based on sample counties reports. Evaluate factors such as standard deviation, R values, t values and confidence intervals.
18. Coordinate work measurement automated operation requirements with appropriate ADP offices as needed. Develop automated Queries for use by work measurement and workload county offices. Develop and design improved reporting formats for use by FSA State and county offices. Develop and provide training to Administrative Officers and new work measurement county offices.
19. Coordinate related productivity, management improvement and efficiency suggestions for review by the National County Office Work Measurement Committee.